FACULTY RECRUITMENT
STEP-BY-STEP
AND USING PAGEUP

Instructions for Department Chairs (Hiring Managers), Search Committee Members, and Deans to complete tasks for:
- Initiating a Faculty Position Posting,
- Reviewing and Submitting Applicant Pools,
- Assisting Committees with “Bulk Compile” Reports,
- Retrieval of Recommender Letters,
- Recommending and Submitting Your Finalist AND Hires Without a Search (HWO)

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For a thorough overview of the faculty recruitment process and procedures, please reference the Guide to Full-Time Faculty Recruitment to adhere to the required processes:  
[https://www.mtsu.edu/provost/recruit_documents/FacultyRecruitmentGuide.pdf](https://www.mtsu.edu/provost/recruit_documents/FacultyRecruitmentGuide.pdf)
## Overview of What Happens Next?

The list below is intended as an at-a-glance for next steps. However, the following pages of this document provide detailed step-by-step directions in using the hiring system to complete these required steps for a faculty search/hire.

| POST | Permission to post position must be obtained via Provost/APS
|      | Submitter and/or Department Chair determines details needed for position posting draft – **DO NOT add posting directly into PageUp**.
|      | Submit posting details on “Academic Resources Faculty Posting Request” dynamic form (Page 8)
|      | Academic Affairs reviews, edits, and posts requisition after achieving Department Chair and Dean approval of posting copy
|      | - Posting Periods Required: 30 days for tenure-track positions; Two (2) weeks for all other full-time temporary faculty

| COMMITTEE REVIEW | Search Committee Chair enters collective Selection Criteria in the system for **ONLY** applicants being recommended in the pool (Pages 15-19)
|                  | - Committee Chair provides Department Chair with list of names being recommended in the pool
|                  | Review Date Passed
|                  | - Search committee is notified applicants are released for review
|                  | - Individual committee members conduct reviews of successfully applied online applications using Selection Criteria form (Pages 9-14)
|                  | - Committee convenes to discuss/determine pool to be submitted for consideration/approval by IE&C

| POOL APPROVAL & IDENTIFYING FINALIST | Department Chair moves applicants being recommended in workflow to “Applicant Being Considered for Interview” (Pages 20-28)
|                                    | - Department Chair confirms Selection Criteria has been entered for applicants recommended in the pool
| Department Chair moves applicant pool in system for Dean review (Pages 29-30)
| Dean reviews/considers pool and moves forward for Equity and Compliance (IE&C) consideration (Pages 31-37)
| IE&C reviews pool and considers approvals and possible pool additions/deletions
| Department is alerted once pool is returned after IE&C review
| - Department reviews candidate pool for changes/approvals of the pool, begins scheduling/conducting interviews; checks references. Automatic solicitation of recommendation letters occurs within the hiring system as soon as an applicant is approved for the pool by IE&C (Pages 38-39)
| - Once approved short-listed finalists are identified, Department Chair must move each to “Finalist Interview Scheduled” which prompts automatic email via hiring system to candidates requesting official transcripts (Pages 40-44)
| - Department Chair sends salary recommendation form (hard copy) with curriculum vitae to Academic Affairs for finalists being considered
| - Committee is charged NOT TO RANK finalists; Department Chair and Dean determine/select finalist to be recommended for hire
| - Department Chair or Committee Chair confirm reference checks are completed. This is NOT the same as recommendations.
| - Department Chair communicates with finalist regarding negotiated terms for the recommendation contingent upon University approval & follows up with email regarding terms
| - Verbal recommendation accepted. (If finalist declines recommendation, please notify Academic Affairs.)

| RECOMMENDING YOUR FINALIST | Department Chair moves finalist in hiring system to status "Recommend for Hire – Enter Details”. IMPORTANT - Please be cautious in selecting the correct workflow. (Pages 45-52)
|                           | Department Chair may then generate electronic “Offer Card” in hiring system for recommended finalist
|                           | - All negotiated terms, reference check date, and person checking reference must be entered in the PageUp system
|                           | - Department Chair forwards “Offer Card” through the online hiring system for Dean review/approval
|                           | - Hiring department prepares and sends hiring packet for all approvals needed to Dean who submits paperwork to Academic Affairs
| Dean reviews and moves electronic “Offer Card” through the system to Academic Affairs (Pages 53-54)
| - Background report request is initiated by Academic Affairs. (Candidate responds directly to TrueScreen with information)
| Academic Affairs moves “Offer Card” to IE&C. This can only occur after background report has been received from TrueScreen.
| IE&C returns offer review response to Academic Affairs allowing formal contract to be initiated (or forwards for further approval when needed)
| Academic Affairs initiates electronic offer to recommended finalist after Provost review/approval
| - Once offer is accepted by finalist and their response is received, Academic Affairs closes posting
| Automatic email sent to candidates not chosen for hire |
**PAGEUP LOGIN**

To enter PageUp, open Google Chrome, the preferred browser for PageUp, and enter
https://mtsuemployees.pageuppeople.com/ and hit return.

Upon initial login, you will be required to enter your FSA credentials to gain access via the required SSO (Single Sign-On)

Once logged in, you will see the PageUp Employee Services Dashboard.

Clicking Administration Link will take you to the Recruitment Dashboard.
RECRUITMENT DASHBOARD

The dashboard identifies all the options that are available to you within the PageUp system, based on your permissions assigned in the system. This is where you will manage your faculty posting creations/submittals, your active postings, the submittal of a pool for review/approval, and recommendations of finalists.

The menu bar at the top of your screen provides the following information:

- **PageUp**: Clicking on this image will bring up a vertical side menu of options to choose from based on your permissions in the system. Many of the options available on My Dashboard are listed here. You can select the page you would like to navigate to instead of returning to your dashboard when navigating between sections in the system.

- **PageUp Logo**: When you are on a page and you need to return to the Dashboard, click on the PageUp logo and it will return you to the Dashboard.
The Postings link will open up a page that shows postings. The People link will provide you a listing of the applicants for a specific posting. Within the People tab, click on the search button if you wish to look at applicants in a certain application status or to review applications for a different position. The Reports link will provide you access to reports that you have permission to run. The Recent items drop down is a quick way to navigate to a previous person or job you have reviewed.

Position Descriptions are only used for administrative/classified position postings. You will not use this field for faculty recruitment.

To view a current job opening within your team, click on the “# Jobs Open” link in the New Job box.

The New Job link is used by the Faculty Recruitment Specialist when initiating a new faculty posting.

If you are an approver in the postings process, this will provide you with quick access to the items that are awaiting your action. Click on the “# Jobs awaiting your approval” link to review your action items.

The “# Advertisements” link will provide you a link to all jobs that are currently posted in the system. Click on the link to view.
If you have been assigned the tasks of reviewing applicants for a posting as a committee member, you will have access to review the applicants by clicking on this link.

If you are an approver in the offer process, this will provide you with quick access to the items that are awaiting your approval. Click on the “# Offers awaiting your approval” link to review your action items.

This dashboard menu also provides you with easy access to any new hire tasks that may be pending by you and/or your new employee. Click on “# New hire tasks” to view any pending action items.
INITIATING A FACULTY POSITION POSTING

Please be certain you have obtained the necessary approvals to search. You may reference the Guide to Full-Time Faculty Recruitment (Rev. July 2021), Pages 6-9 for full details.

https://www.mtsu.edu/provost/recruit_documents/FacultyRecruitmentGuide.pdf

Per the instructions provided in those pages, you will be required to utilize the Faculty Line Request Template to receive the proper approvals to initiate a faculty posting. You may access the form at:

https://www.mtsu.edu/provost/recruit_documents/Faculty_Line_Request_Form-AY2020-21.xlsx

Completion and submittal of this form indicates you have received all required approvals to search and initiates provision of all necessary information needed by the Faculty Recruitment Specialist to create your faculty posting within the PageUp hiring system. All information specific to your posting must be provided within the detail form. All required areas are denoted with an asterisk (*). NOTE: You will be required to provide the M# for each of your committee members within this form as it is not unusual for us to have multiple faculty members with the same/similar names. Your provision of the M number will help guarantee the correct faculty member is added to your posting for future committee alerts within the system. Sections not being required for your position (e.g. Required Experience, Licensure/Certification, and/or Registration) may be left blank when not needed.

Please be sure to electronically submit the dynamic form through the required approval process when forwarding your posting information. Once the fully approved form is received in Academic Affairs, the Faculty Recruitment Specialist will strive to get the posting live on the hiring site as soon as possible. It is essential to obtain provost approval to search before submittal of the Academic Resources Faculty Posting Request form.

AT THIS TIME, departments WILL NOT create a Job Card (aka “faculty posting”) within the PageUp hiring system. Instead, once you have obtained the required approvals to search a faculty position, please navigate to and complete the Academic Resources Faculty Posting Request dynamic form found at:

https://itdwebapps.mtsu.edu/DFPassThrough/DFCasAuth?TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fa55a4ceb-90c4-4135-acb2-0d2020e6b6c7
OBTAINING APPLICANT POOL APPROVAL

COMMITTEE MEMBER ACTIONS:

Review of Applicant/Documents

You are charged as a faculty search committee member, to review ALL applicants to the posting for which you are serving. To assist you during your review of applicants, please use the following instructions to compile and download the applicants’ submitted materials.

Upon the arrival of the Review Date for the posting, committee members will receive an email alerting them they may begin the review of the applicants to the posting. Two links will be provided within the email which will allow you to log in to the hiring system and begin your review. The first link allows you to log in to the new hiring system: mtsu.dc4.pageuppeople.com. Please do reference your committee release email alert for this and the second link provided which will also be needed for your review of applicants.

Once you have used the provided link to log in to your Welcome page within the system, locate the “Search committee review” section of the posting and click on the “# Jobs requiring panel review” link.

NOTE: Your posting will not be available until the Review Date of the posting arrives and you have received the email alerting you to begin review.

A new page showing “My search committee jobs” will populate and display a list of any/all jobs available for you as a committee member. Committee members will have two options to select from this page: Selecting View Job allows you to see the posting description details and requirements needed to qualify which will assist in your review of determining if an applicant meets requirements (e.g. required document attachments, required education, desirables) to be considered.
Note to Search Committee Chairs: You will have three options available (View Applicants, View Responses, and Edit Job – edits will not be available as this is a read-only option to allow chairs to review the posting requirements). Directions for the actual submittal of the pool within the hiring system by the Search Committee Chair are provided below.

Selecting Review Applicants will provide you access to initiate your review of all documents submitted by the applicants. The list of applicants will display along the left-hand side. Select to sort the review “Outcome” by choosing the Last name (A-Z) sort option first.
Then check the “Select all” button and click on the blue “Bulk compile and send” button below the job title and just above the applicant list.

A new page will populate titled “Bulk Compile.” Please be sure to select the following categories as you compile the applicant information: Under Applicant details – Application form; Under Applicant documents – Cover letter, Résumé, and Supporting Applicant Documents. Scroll to the bottom of the page and click Create PDF.
As the report is compiling, a screen will display showing the report progress.

Once the compiled documents are complete a page will display with instructions on downloading and/or saving the document. NOTE: A warning message regarding the size of the file may populate if your applicant response has been significant. Please disregard the warning as you will not be sending the document to anyone.

**WARNING**: It is important to save this document download if you intend to refer back to any documents at any point in the future. **As a committee member, you will only have access to applicants and their submitted document materials while they are in the “Committee Release” workflow.** Once forwarded as a candidate for pool approval, you will not be able to access their materials again as a committee member.
Please select NO on the question “Send document.” Your options to view the download or save it will remain available to you as the email portion of the screen disappears. If you want to view the document, click download and look in the lower left-hand corner to locate the report. If you want to save the download as recommended for later access and review, open the file and save it to your chosen location.

The compiled document report will have a cover page listing the position and the applicants whose materials have been included in the download. All documents downloaded will be available for you to scroll through page by page for close review to assure all required documents are provided. Applicants who fail to successfully attach all required documents cannot be considered for the position.
Individual Member Review Comments:

Individual committee members shall not use the online hiring system to record your review of all applicants but should instead use the Faculty Application Selection Criteria form to record your reviews. A link to this form is provided within the email alert you will receive on the Review Date for your posting. You may also locate this fillable Excel form on our homepage:

https://www.mtsu.edu/provost/recruit.php

As committee members, please adhere to your posting’s specific requirements during your review. You cannot introduce new requirement criteria which were not advertised in the posting but must only consider the requirements of the posting during your review (e.g. degree from “ivy-league” school).

After individual review, committee members should all meet together to discuss and determine the applicants to be recommended for the pool and who will be submitted for approval. Strengths and limitations will be needed as your recommended pool is submitted in the online hiring system by your committee chair. This is only required for applicants being recommended for the pool.

REMEmBER: Committee members may not contact applicants until/unless the applicant receives E&C approval as a candidate in the pool.
OBTAINING APPLICANT POOL APPROVAL – CONT.

SEARCH COMMITTEE CHAIR ACTIONS:

Submittal of Applicant Pool for Review/Approval

Initiating submittal of the recommended applicant pool occurs after your committee meets to discuss the outcome of the individual search committee members’ review of all applicants. Only you as the Search Committee Chair will enter the selection criteria within the system which has been determined collectively by the committee for the applicants being recommended for the pool. Individual committee member review responses should NOT be entered into the system.

If your Department Chair elects to perform the online review instead, they must notify the Faculty Recruitment Specialist so that adjustments can be made within the posting to allow their access to perform the selection criteria review(s).

Search Committee Chairs will not MOVE applicants within the PageUp hiring system. Only the department chair will have the ability to move the applicants being recommended in the pool.

Please read through the following steps before you begin completion of the required review of applicants being submitted for pool approval.

Login to the hiring site at: mtsu.dc4.pageuppeople.com

You will see the “My Dashboard” screen display which provides the “Search committee review” section allowing you to click on the “# Job requiring panel review” link.
“My search committee jobs” page will appear displaying a list of jobs for which you serve on a committee. As Search Committee Chair, you will see three options available: View Applicants, View Responses, and Edit Job.

- “View Applicants” allows you to provide the required selection criteria responses for pool submittal.
- “View responses” is not being utilized at this point since your individual committee members are required to perform their reviews outside the online hiring system using the “Faculty Applicant Selection Criteria” Excel form.
- “Edit Job” allows you to view the posting and its requirements in their entirety as you complete the review of applicants being submitted for pool approval. You will not have the ability to edit the posting.

Select the “View Applicants” option to see the list of all applicants just as you did when performing your individual review of all applicants during committee review.

You will ONLY be required to enter selection criteria in PageUp for the applicants being recommended for the pool.

You may have a significant number of applicant response so as you begin your review, please use the “Sort” function to alphabetically display your applicants. This will assist you in selecting the applicants for whom you are about to enter the review outcomes for your recommended pool.
Please use caution to assure you are entering information on the correct applicant being recommended as you go through your applicant list. You may scroll through the list and click on the applicant’s name to enter their information. The applicant’s name should be highlighted in blue confirming you are entering information on the intended applicant.

Selection criteria categories, which are specific to the posting’s requirements, will be available and require the search committee chair to select a response (e.g. does not meet criteria, meets criteria, or exceeds criteria) for
each category. You may also elect to enter comments for each category if you choose. **Strengths and Limitations** should be detailed in the “Summary” box below the selection criteria categories. An overall criteria outcome rating (located below the Summary area) should be selected.

You will be required to save your response before moving to the next applicant. As you “Save” and move through your list, a “Reviewed” flag as well as the overall criteria response you chose, will appear by the right hand of your applicant’s name in your applicant list confirming your input.
You can navigate through your list of applicants by scrolling through the list and clicking on the next applicant’s name (helpful with significant applicant response) OR you may use the “Save and previous” OR “Save and next” function buttons at the bottom of the page to move through your list of applicants. Please be sure and confirm you are on the intended applicant’s review page by noting their name highlighted in blue on the list at the left-hand side of the page.

Since committee chairs are not moving applicants through the online hiring system, an automatic email alert to your department chair cannot be generated. Once the selection criteria response reviews are in the system, please be sure to email your department chair to let them know you have completed the process and provide them with the list of names of the applicants being recommended. Please also provide your department chair the names of any applicants you have detected who failed to successfully apply or do not meet the qualifications and cannot be considered at any point for this particular search.

**WARNING:** It is important to confirm at least one committee member has saved the compiled document attachments download while reviewing the applicants if the committee intends to refer back to any documents at any point in the future. Committee members will not be able to access applicants or their documents once they are submitted in the pool. You will only have access to applicants and their materials while they are in the “Committee Release” workflow state.
OBTAINING APPLICANT POOL APPROVAL – CONT.

DEPARTMENT CHAIR ACTIONS:

Search Committee Chairs are instructed to enter the selection criteria responses for applicants being recommended in the pool and then provide their department chair an emailed list of the names of those applicants being recommended in the pool. Afterward, department chairs may access the applicants to provide their own review/approval before the submittal of the pool to the dean. (If as a department chair you have elected to enter the selection criteria responses for applicants being recommended in the pool, rather than having this action performed by your search committee chair as intended in the system, please notify the Faculty Recruitment Specialist so that changes can be made within the posting allowing you access to perform this function.)

Otherwise, department chairs are asked to confirm the selection criteria (e.g., strengths/limitations) have been entered before moving the pool in the system. Without this information entered into the system, Equity and Compliance will not be able to conduct their review of the pool and it will be returned for completion without review approval.

Department Chairs should log into the hiring system at: mtsu.dc4.pageuppeople.com

Locate your “My Dashboard” screen display. Under the “New Job” field, click on the “# Job open” link to travel in the system to your posting(s).
Select the posting whose applicant pool is being recommended to have access to review and approve your pool by clicking on “View.”

The “Job Information” will populate in its entirety allowing you to review the posting details as well as your applicants. Locate and select the “View applications” button at the top of the information page.

If you have had significant applicant responses resulting in multiple pages of applicants (default view is 20 applicants per page), you may scroll to the bottom of your first page list to locate and select “Show all records” which will then
generate a complete running list of all your applicants. Referencing your search committee chair’s email providing the names of recommended applicants, scroll through your list and check the box on the far left by the name of each applicant being recommended in the pool.

Once you have selected all names to be moved, scroll up to the top of the page and locate the dropdown arrow in the “Select a bulk action” box. From the list that populates, select the “Bulk move” option.
This action allows you to move those applicants being recommended to the new workflow state of “Applicant Being Considered for Interview.”

A “Bulk action status page” will populate identifying the total number of applicants you have selected for the bulk move. Please do not make any adjustments to the screen regarding emails or communications at this point. All that will be required is to scroll to the bottom of the page and select the blue “Move now” button.
Once you have completed the action, you will receive a screen confirmation of the number of applicants successfully moved in the system.

You may now conduct a search of those recommended in the pool within your applicant list by clicking on the blue “Search” tab just below your posting’s title and selecting the search criteria for their new workflow state “Applicant Being Considered for Interview.” This will aid you in narrowing down your list of applicants being submitted for the pool.
At this point, Department Chairs should review the search committee’s responses to the selection criteria evaluations before sending your pool to the dean for dean review/approval. When reviewing the report, you will have the option to export the information to an Excel spreadsheet if you choose to do so.

Please note you may use the “hamburger” (3 stacked lines) menu in the upper left corner of your page at any time to travel in the different areas of your access within the system. Select the “hamburger” and a vertical menu will appear on the left-hand side of your screen.

By selecting the “Jobs Open” under the Workflows heading, you can return to select your posting again to initiate steps to generate the report to review your committee’s criteria review.
Generate Report to Confirm Selection Criteria – Highly Recommended

Department Chairs should generate the report to review committee selection criteria responses and confirm their provision. Without the criteria, [E&C will not be able to review the pool](#). Travel in the system to your list of postings and select “View” for the posting whose pool is being submitted.

The “Job Information” page will populate in its entirety. Locate and select the “Reports (Legacy)” feature at the top of the information page.
Locate and select the Search Committee Evaluation Criteria link

A “Search Committee Evaluative Criteria” page will populate. Type in the name of the search committee chair assigned to the posting.
After entering your committee chair’s name, select the “Save & view” button

Your Search Committee Evaluative Criteria report will populate. Click on the committee chair’s name to be able to have the system reveal the comments entered for those being recommended in the pool.

If you choose, though it is not required, you can export the data into Excel by selecting a format at the bottom of the page and exporting. The exported material can give you the ability to sort and save the criteria provided for your applicants being recommended in the pool.
Submittal Of Pool To Dean

After the pool recommendations and provision of the selection criteria have been completed, the pool is ready to be released to your dean. Please use the same steps used above on pages 22-23 transitioning your pool to the “Applicants Being Considered” status (e.g. populate your applicant list, “move-in bulk”); however, this time you will perform a bulk move selecting the “Dean Pool Review” workflow. By doing so, your dean will then have access to review/approve and eventually submit the recommended pool to Equity and Compliance who will provide their required final review/approval assessment.

IMPORTANT

As you perform this workflow status transition ONLY, you will be required to make a slight change to the communication screen. For email alerts to automatically generate regarding the progress of the recommended pool’s approval, you MUST prompt the PageUp system to initiate the generation of an email to your dean.

Being sure to leave the “Email Applicants” response as NO, scroll down to the second blue bar and locate the “Additional users from Job:” section, and select YES. Scroll further down to the **Other Additional Users** section and enter your dean’s name. You must perform this step if the dean is to receive an email alert from the system regarding their access to the pool for approval!!!
Department Chairs, please also NOTE:

If your committee identified applicants during their review who failed to successfully apply or who do not meet the requirements to qualify for the position and cannot be considered, they should provide you with that list of applicant names as well. Using the steps above to transition applications to a different workflow, you may move those applicants who cannot be considered and change their workflow to “Initial Screen Unsuccessful.”

Applicants who are not currently being recommended for the pool may be moved to the workflow “Under Review by Department” where they may be held/retained as the continuation of the search proceeds.

**Please do not leave applicants in the “Committee Release” workflow.** Since our faculty postings remain “open until filled” we will continue in our process of encountering NEW “late” applicants (those who apply beyond the posted Review Date). This new system will require the Faculty Recruitment Specialist to regularly review all postings to detect any new applicants and make them available to committee members by moving their workflow status to “Committee Release.” It will aid your committee members if they are not sorting through new AND previously released/reviewed applicants but are able to focus on only those new applicants moved to the Committee Release workflow.

Also, in rare instances, your committee may need to return to reconsider a previously reviewed applicant, who had not been recommended for the pool and who would have been placed in the holding status “Under Review by Department.” If this occurs, please contact the Faculty Recruitment Specialist to discuss having the applicant’s workflow returned to “Committee Release.”
DEAN ACTIONS:

Once you have logged into the hiring system (mtsu.dc4.pageuppeople.com), use your “My Dashboard” screen to travel to the fields. Under the “New Job” field, click on the “# Job open” link to travel in the system to your posting(s).

From the list that populates, select the posting whose applicant pool is being recommended to have access to review and approve your pool by clicking on “View.”
As you select to “View” your posting, the “Job Information” page will populate in its entirety allowing you to review the posting details as well as your applicants. Locate and select the blue “View applications” button at the top of the information page.

****BEFORE moving the applicant pool to Equity & Compliance, deans have the option to review the search committee’s responses to the selection criteria evaluations. When reviewing the report, you will have the ability to export the information to an Excel spreadsheet. If you want to produce the report prior to moving your recommended pool to Equity & Compliance, please reference the instructions to Generate Report to Confirm Selection Criteria found above on pages 26-28.

If you have had significant applicant response resulting in multiple pages of applicants (default view is 20 applicants per page) and you want to review all your applicants, you may elect to scroll to the bottom of your first page list to locate and select “Show all records” which will then generate a complete running list of all your applicants.

OR......

if you want to view/move ONLY the applicants recommended in the pool, we recommend you perform a search for applicants in the “Dean Pool Review” workflow. This search will provide you a list of just those applicants being recommended in the pool by the search committee for the posting.
To initiate the search, locate and select the “Search” tab above your list of applicants.

From the new screen that populates, locate and select, “Dean Pool Review”
At this point, your new list of the applicants recommended in the pool and forwarded as Dean Pool Review only will populate.

To transition all those recommended in the applicant pool on to Equity and Compliance for their review, you can select them in bulk by clicking on the green checkmark at the “All” button just about your name list.
Once you have selected all names for the pool, scroll up to the top of the page and locate the dropdown arrow in the “Select a bulk action” box. From the list that populates, select the “Bulk move” option.

This action allows you to select and move those applicants being recommended to the new workflow state of “Equity & Compliance Review.”
A “Bulk action status page” will populate identifying the total number of applicants you have selected for the bulk move.

All that will be required is to scroll to the bottom of the page and select the blue “Move now” button.
Once you have completed the action, you will receive a screen confirmation of the number of applicants successfully moved in the system.
RETRIEVING LETTERS OF RECOMMENDATION

DEPARTMENT CHAIR ACTIONS:

Your committee members will likely desire the ability to review letters of recommendation. These letters are automatically solicited within the system as a candidate is approved in the pool by Equity & Compliance and should be returned through the unique link assigned to each recommender.

Committee members will not have the ability to access these letters within the system; therefore, department chairs are asked to retrieve letters of recommendation from the online hiring system as your committee works to finalize their recommendations for your short-list of candidates being considered for possible recommendation.

To retrieve the letters, department chairs will go into the posting and select the “View Applications” button to populate your list of applicants (reference Pages 20-22 above) to retrieve the approved candidate’s letter(s). From the list of applicants, locate your candidate’s name and click on their first name to generate a screen specific to their application. From this screen, select the box to the far right with the three bullets.
A drop-down menu will populate allowing you to select “View references.”

A “Manage references” screen will populate with your posting job title and the names and contact information of your finalist’s recommenders.

Within the information provided under these columns, you will have the opportunity to select to “View answers” for each recommender who has responded on behalf of an approved candidate. A new screen will populate providing the recommender’s information as well as a link to the letter provided on behalf of the candidate. Clicking on the letter’s link will populate a pdf button for the letter on the bottom left-hand corner of this information screen. Clicking on the pdf button displays the letter and allows you to either print a hard copy or save it as a pdf file to be shared with your committee during their review/consideration of the approved candidates.
IDENTIFYING YOUR APPROVED SHORTLIST

DEPARTMENT CHAIR ACTIONS:

Once you have identified your 2-3 “shortlisted” candidates being considered for possible recommendation (either through the tiered approach from an initial interview of all candidates from a larger candidate pool approved by E&C or having initially refined your pool before submittal for E&C review/approval), you will be required to transition the workflow state of your shortlisted candidates. **This action is required** and works as a system prompt to generate an automatic email to the candidates notifying them of the need to initiate the provision of their required official transcripts and/or credential evaluations.

Locate your “My Dashboard” screen display. Under the “**New Job**” field, click on the “**# Job open**” link to travel in the system to your posting(s).

Select the posting whose applicant pool is being recommended to have access to review and approve your pool by clicking on “**View**.”
The “Job Information” will populate in its entirety allowing you to select the “View applications” button at the top of the information page.

When transitioning your “shortlist” candidates, it is helpful to limit your applicant list to only those candidates previously approved for an interview. This is especially helpful if you have multiple pages of applicants. (When there are multiple pages of applicants, be sure to select the “show all records” option at the bottom of the page of the applicant list so that all pages will be populated as one running list.) By clicking on the “All” button just below the “Search” tab you’ll note each name will then have a green √ indicating they have all been selected for the search.
Click on the blue “Search” tab just below your posting’s title and select the search criteria “Approved as Candidate for Interview,” then travel to the bottom of the page and click on the “Search” button.

At this point, only the approved candidates will populate from the overall applicant list allowing you to quickly select and identify the 2-3 candidates you intend as your “Shortlist.”

CAUTION: If you are using the tiered interview approach after having received E&C approval of a large pool, you must have completed interviews of ALL approved candidates from the large pool before moving forward with identifying your “short-list” of candidates being considered for a final interview and possible recommendation.

To transition your shortlist, you may select or deselect the applicants/candidates individually in the list generated from your search by just clicking on the box to the left of their names. Once you have selected/deselected and identified the 2-3 candidates transitioning to your shortlist, you may either change their workflow status individually OR elect to move them “in bulk” all at once. Transitioning them individually only requires you to click on the “Approved as Candidate for
Interview” in the Status column and select “Finalist Interview Scheduled” from the dropdown menu that populates on the screen. Complete the process by hitting “Next” at the bottom of the page.

A “Confirm status change” box will populate allowing you to preview the email automatically generating as a result of this transition. (Please do not modify the body of this email in any way.) Select “Move now” at the bottom of the page to assure the email is generated and the status move is complete.

If electing to move the finalists in bulk, select the box to the far left of each final candidate’s name, scroll to the top of the page and select “Bulk move” from the dropdown menu.

A new window will populate allowing you to select the application status to be used for the transition. From the dropdown menu, select “Finalist Interview Scheduled” and click “Next.”
A bulk action status page will populate which displays a blue banner bar depicting confirmation that an email to your applications has been initiated. You also can see the email content to be sent. Please **do not make any adjustments** to this screen or the automatically generated email that will be sent to each of your selected candidates for your short-list.

Scroll to the bottom of the page and select the “Move Now” button to complete the transition of the applicant status.
RECOMMENDING YOUR FINALIST (AND RESULTING OFFER)

DEPARTMENT CHAIR ACTIONS:
Once you have determined your recommended finalist and they have accepted the negotiated terms being recommended for the appointment, please log in to the online hiring system to initiate the recommendation/offer process at: mtsu.dc4.pageuppeople.com

By this point, you should have already forwarded a salary recommendation form with the recommended finalist’s CV to Becky Cole and received it back so you will have the approved recommended salary (range) information in order to finalize negotiated terms.

Locate your “My Dashboard” screen display. Under the “New Job” field, click on the “# Job open” link to travel in the system to your posting(s).

Locate your posting title from the list that populates and select by clicking on “View” at the far right.
Click on the blue “View Applications” button in the upper right corner to populate your list of applicants.

Once viewing your applicant list, locate your finalist’s name. At this stage of the process, your short-listed finalists should have already been moved to the workflow state “Final Interview Scheduled.”

If electing to move the finalists in bulk due to more than one searched position, select the box to the far left of each final candidate’s name, scroll to the top of the page and select “Bulk move” from the dropdown menu. (Reference steps for a “bulk move” on Page 41 above.)
If your posting has multiple pages of applicants, there are a couple of different options allowing you to quickly locate the finalist being recommended.

You may want to perform a “Search” at this point using the workflow status so that you may more quickly locate your finalist(s) in the list. (Please reference instructions for a search on Pages 39 and 40 above using the “Finalist Interview Scheduled” as your search category for the workflow status.)

After locating your recommended finalist’s name, simply click on their “Finalist Interview Scheduled” workflow in the “Status” column when recommending only one finalist. From the dropdown list that populates, select “Recommended for Hire (Enter Recommendation Details)” and click “Next” at the bottom of this drop-down list. Be sure to select this recommendation status as several workflow states contain the word “Recommend.”
A “Confirm status change” page will populate allowing you to click on the blue “Move now” button at the bottom of the screen. Please do not change any preset default information at any point on this screen regarding emails. Both bubble options should remain with “● No” selected before completing this move step.
An “Offer/Recommendation Details” page will populate. Begin by completing the Current or Previous Employee Details by following the directions provided.

Travel down the page to the “Faculty Positions Only” section of the offer card and begin providing the negotiated/agreed-upon terms of the recommendation. Please do not add information to the “Special Conditions for Appointment” section, as this area is reserved for use by the Faculty Recruitment Specialist.
Travel down the page to the “Positions Details” section and be sure to select the “Reason for Selection of Candidate.” (Please note, for Faculty appointments the first selection will be the one typically used as many of the other selection options pertain more to HR’s Admin/Classified appointments.) You may use the Salary Recommendation for Faculty Candidate form you should have already submitted to and received back from Ms. Becky Cole to complete the three “Experience” boxes within this section. Continue completion of this section noting all boxes with an * are required to be completed.
Scroll down to the section “Approval process” where you must select “Academic Affairs Recommendation Approval” from the dropdown menu. You may use the lookup feature to include the following:

- Your Dean’s name,
- Mitzi Dunkley (for both areas designated Academic Affairs),
- Jeanna Scholz for Equity and Compliance, and
- Rebecca Cole for Provost/Designee.

Hit “Save” to initiate the approval process in the system and confirm by selecting “OK.” (Any required boxes not completed will generate an alert for you to complete before moving forward.)
A complete Hiring Packet of hard copy materials is required to be submitted to Academic Resources in order for an electronic contract to be generated.

**REMINDER:** Reference information required on the “Offer Card” cannot be fulfilled by information provided within letters of recommendation. Direct department communication with a finalist’s past employer/supervisor or colleagues (listed and/or unlisted) regarding their work performance must be completed prior to the recommendation within the system. This is especially pertinent/required when contacting their current employer.

**DEPARTMENT CHAIRS – your actions within the hiring system are complete at this point.**
RECOMMENDING YOUR FINALIST - CONT.

DEAN ACTIONS:
After receiving an automatically generated email alert in PageUp that you have a recommendation offer pending, please go into the hiring system to complete your approval.

You may click on a link within the email alert or you may log in to the system and from your dashboard, locate the “Offers” field. When you have a recommendation approval pending, you should be able to see/select the “# Offers awaiting your approval” link.

From the screen which populates displaying information specific to the pending recommendation offer, select “View” from the far right.
An “Offer/Recommendation Details” page will populate. Scroll down the page to the “Faculty Positions Only” section of the page to view details regarding the negotiated recommendation.

![Offer/Recommendation Details](image)

After reviewing details, you can scroll to the bottom of this page and select from the following:

![Selection options](image)

There will not be a confirmation alert to populate regarding your approval; however, you can exit the online system or travel elsewhere within the system if you have other actions pending.

**The steps above are critical to initiating the recommendation of your finalist AND it alerts the Faculty Recruitment Specialist to initiate the background report. Please follow these directions as presented.**
Faculty Hires Without A Search (HWO)

When a department finds themselves in need of an emergency full-time faculty hire without a search (HWO), which should be the exception – not the rule, they must obtain approval from their Dean, the Provost, and IE&C via submittal of the Request for Waiver of Search Procedures form:

https://www.mtsu.edu/provost/forms/WaiverofSearchProcessRequest.pdf

Be sure to include all information requested in the upper boxes before submitting for signatory approval. You may attach any email correspondence you might have associated with your request and/or approval when submitting the waiver form and reference them in the Justification section of the form as “See attached.” Such supporting documentation can be helpful for those providing signatory approval; however, these emails do not replace the required waiver form which must still be included and routed within the hiring packet.
Please also be sure to submit a request to initiate a background report when filling a faculty position as a HWO. Please follow the directions closely provided on the form which can be accessed at:

https://www.mtsu.edu/provost/forms/BackgroundADJandHWOOnly.pdf

Accuracy of the information being provided is critical!!!
Hiring packet items should be compiled and forwarded to Academic Resources. Please include items listed on the checklist specific to the packet for hires without a search found at:

QUESTIONS

Faculty Recruitment Specialist

Mitzi Dunkley
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Phone: 615-898-5128